

12.7
ADP

DDS&T-4154-68
25 October 1968

MEMORANDUM FOR: RMO/OCS
RMO/OEL
RMO/OSA
RMO/CSI
RMO/OSP
RMO/ORD
RMO/FMSAC

SUBJECT : Contract Files

1. In order to clarify and determine the Office of record for contract files for research and development projects, answers are needed for the questions below:

- a. Who maintains copies of R&D contracts in your Office and how are they filed?
- b. How long are they kept on file in the Office area?
- c. What happens to the contract when the specific job or action has been completed?
- d. Is it believed that the O/Logistics is the Office of record for R&D contracts?
- e. Does the contract ever get to merge with the project monitor's file?

2. Answers to the above and any additional information relative to this request would be most welcome. It would be appreciated if I could receive your response by 1 November 1968. If additional information or clarification is needed in reference to this request, please call me on extension 7787.

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1 - DDS/RMO
1 - Sal
2 - DDS&T Registry

DDS&T Records Management Officer

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